



DBE NEWSLETTER

FOR THE NOVEMBER 20, 2015 NDDOT BID LETTING

PRIME HONOR ROLL FOR 10/9/15 BID OPENING

ALL JOBS RACE/GENDER NEUTRAL		
JOB	PRIME	Participation
5	ASPHALT SURFACE TECHNOLOGIES CORPORATION	19.68%
17	TI-ZACK CONCRETE INC	7.17%
25	NORTHERN IMPROVEMENT COMPANY	5.29%
23	MIDWEST CONTRACTING LLC	3.73%
16	TI-ZACK CONCRETE INC	2.25%
4	BORDER STATES PAVING INC	1.83%
15	MAYO CONSTRUCTION COMPANY INC	1.71%
8	NORTHERN IMPROVEMENT COMPANY	1.59%
19	MAYO CONSTRUCTION COMPANY INC	1.48%
3	TI-ZACK CONCRETE INC	1.09%
18	PARK CONSTRUCTION COMPANY	1.09%
12	STRATA CORPORATION	0.75%

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NDDOT BID OPENING DATES:

- Friday, November 20, 2015
- Wednesday, December 16, 2015

DBES WHO NEED ASSISTANCE...

Technical assistance for DBEs is available in the areas of certification, bidding, bonding, bookkeeping, loans, contract procurement, etc. If you would like assistance in any of these areas please contact the DBE Supportive Services Consultant:

CONTACTS

Civil Rights Division

Ramona Bernard, Director
(701) 328-2576
rbernard@nd.gov

Denise Spanjer
DBE Program Administrator
(701) 328-3116
dgsanjer@nd.gov

Amy Conklin
Admin. Assistant
(701) 328-2637
aconklin@nd.gov

Bid/Quote Documents

subquotes@nd.gov
(701) 328-0343 Fax

DBE Supportive Services Consultant

Duane Kuntz
OHITKA designs, Inc.
(701) 258-7515
dkdbe@midco.net

DBE Newsletter Ads

civilrights@nd.gov
Due 2 weeks prior to
bid opening @ 11:00 CT

NDDOT/CONTRACTOR LIAISON MEETINGS

These meetings are held in Room 127 of the Transportation Building and are broadcast via the Department's video conferencing sites in the Grand Forks, Fargo, Valley City, Devils Lake, Minot, Williston, and Dickinson District offices. All contractors (DBE and non-DBE) are welcome to attend either at the Transportation Building in Bismarck or at any of the district offices.

- ◆ None scheduled at this time.

**NEWSLETTER ADVERTISEMENTS ARE DUE TO THE CIVIL RIGHTS
OFFICE TWO WEEKS PRIOR
TO EACH BID OPENING BY 12:00 NOON(CT):**

⇒ Wednesday, December 2nd



**EMAIL TO CIVILRIGHTS@ND.GOV OR
FAX TO (701) 328-0343
NEWSLETTERS WILL BE PUBLISHED FOR ALL REGULARLY
SCHEDULED BID OPENINGS**

**NDDOT SPECIFICATION MEETING DATES
THE MEETINGS ARE FROM 1-5PM AT THE BISMARCK COMFORT INN.**

DBE & NON-DBE CONTRACTORS ARE INVITED.

2015 MEETING SCHEDULE

⇒ TBA

**THE NORTH DAKOTA DEPARTMENT OF TRANSPORTATION (NDDOT)
WILL CONSIDER EVERY REQUEST FOR REASONABLE
ACCOMMODATION TO PROVIDE:**

- an accessible meeting facility or other accommodation for people with disabilities,
- language interpretation for people with limited English proficiency (LEP), and
- translations of written material necessary to access NDDOT programs and information.

To request accommodations, contact Paula Messmer, Civil Rights Division, NDDOT at 701-328-2978 or civilrights@nd.gov TTY users may use Relay North Dakota at 711 or 1-800-366-6888.

NOTICE - AUTOMATED PAYROLL

Effective October 9, 2015 Bid Opening NDDOT to Encourage and Accept Electronic Submissions of Certified Payroll

From the October 9, 2015 bid opening forward, NDDOT will accept Certified Payroll in electronic form.

- All contractors MAY ELECTRONICALLY submit certified payroll through LCP Tracker, a web-based application.
- Prime contractors will be required to set up an Approver account allowing them to accept electronic payroll from subcontractors.
- Contractors using LCPTracker in other states (including City of Minneapolis or Denver projects) use their existing accounts and may maintain all payroll data and reporting capabilities in one online location.
- LCPTracker automatically checks to assure correct wage rates are paid for a wide variety of crafts.
- LCP tracker offers instantaneous monitoring and time saving reporting functions.

Electronic Submissions of Payroll	Paper Payroll
Submit Certified Payroll for all tiers ELECTRONICALLY from any location with internet access – use Electronic Signature and no paper.	Submit Certified Payroll for all tiers on PAPER. Because of “wet signature” requirement, must mail or have payroll hand delivered - no emailing or faxing of payrolls.
Upload payrolls from accounting software to LCP Tracker directly or with purchased interface or Excel (free). Checks for accuracy and common errors. Ability to recall and revise payrolls.	Print loads of Paper, review manually, mail the hard copies to NDDOT, must notify Project Engineer to revise errors after submittal. No checks for accuracy, no access to Wage Decision.
Vast ability to produce data for audits or to produce reports on labor issues and costs. Information automatically “redacted” of private information if requested under FOIA or otherwise.	Contractor needs to make copies – no ability to check past weeks filing quickly, no report function, may present difficulty if audited.

How will the process change?

From the October 9, 2015 bid opening forward, NDDOT accepts payroll either through paper (no change) or through electronic filing. Extensive training on electronic filing will be offered free of charge.

What if my accounting software isn't compatible to automatically upload to LCP Tracker?

Many contractors currently use software programs for automated payroll, and it is possible for these programs to interface with LCP Tracker to save staff time inputting data. If a contractor has 15 or more employees, they should use some type of interface with LCP Tracker, and a number of commonly used programs have interfaces to LCP Tracker. If your accounting program does not have an interface, you

NOTICE - AUTOMATED PAYROLL CONT.

may pay LCP Tracker \$595 as a one-time fee to set up an interface. (If two or more contractors share the same program, they may “split” the fee and all use the interface.) For employers with 15 or fewer employees, direct input of payroll data into LCP Tracker will take less than 30 minutes a week after initial setup. After the first payroll, all employee information will be available in the system.

How does my firm get an account?

Once a contract has been awarded, the Civil Rights Division will provide you information to set up your accounts.

Why might a Prime Contractor need two accounts?

For each federal-aid contract the Prime may have:

1. A Contractor Account (if they choose to file electronically) and
2. A Prime Approver Account.

The Prime Approver Account is a separate account allowing the Prime Contractor to receive payrolls from any subcontractor who chooses to file electronically. If the contractor is a Prime on a NDDOT job, they may use a previous Contractor Account, but they must set up a new Prime Approver Account.

Who sets up all my subcontractors and suppliers?

The Prime Contractor needs to notify their subcontractors through its Prime Approver account of the option of setting up LCP Tracker accounts. If subcontractors file electronically, they generally have only one account – the Contractor Account.

Will my User Name and Password in another state work in North Dakota?

Yes, if a contractor has used LCP Tracker in another state, the account (i.e. username and password) may be valid for NDDOT, too.

Notify NDDOT to let us know that you already have an account. When a contractor signs in, their projects in other states will appear under the Projects tab. If the contractor is a Prime on a NDDOT job, they may use the previous Contractor Account, but they must set up a new Prime Approver Account.

What do I need to use LCP Tracker and comply with NDDOT requirements?

To use LCP Tracker, a contractor must have a computer, an Internet connection, and an LCP Tracker Account.

What are the compatible payroll software programs that will interface with LCP Tracker?

The following accounting interface vendors are integrated with the LCP Tracker software: Paychex, California Payroll, Construction Partner Inc., Foundation Software, Payroll4Construction and Sunburst. The company is continually working towards adding more vendors.

How can I learn more about what I need to do?

Information on LCP Tracker is available at www.lcptracker.com.

Is training available so we can be ready when the construction season is here?

The NDDOT Civil Rights Division is currently training project personnel on LCP Tracker. After this, training dates for contractors will be announced. LCP Trackers offers several live webinars each week. Please contact Gail Brown, NDDOT Davis-Bacon/Labor Compliance Administrator, at (701) 328-2605 with questions.

NEW Civil Rights System—Quick Tip #3

NDDOT is implementing modules of the two companies' software and providing electronic tools to ease contractors' paper burden.

NDDOT provides B2Gnow and LCP Tracker free of charge to its contractors.

The online software requires only internet access and a computer.

B2Gnow & LCP Tracker:

- Save Paper
- Save Time

In the future, B2Gnow will track project's DBE goal achievement and eliminate:

- Form B
- Form C
- Good Faith Efforts documentation/bid differentials
- DBE Monthly Payment Records
- DBE Participation Certification

DBE Certification applications have been accepted online only since July 1, 2015.

LCP Tracker files and tracks Certified Payrolls under Davis Bacon and Related Acts.

Ensures prevailing wages are paid to covered workers.

LCP Tracker saves time:

After set up, contractors can submit payroll in 30 seconds per employee.

Estimates a 50% savings in staff hours needed for Labor Compliance.

LCP Tracker catches errors: insufficient wages, overtime computation errors, math errors, improperly paying trainees, and other issues. The contractor is alerted as they file, so that instead of filing a corrected payroll, the payroll is corrected before filing.

LCP Tracker reduces prime contractors' liability exposure due to subcontractor payroll issues.

LCP Tracker

- Tracks EEO data and reports
- Eliminates paper from the labor compliance process
- Links and verifies labor interviews to payroll automatically
- Secures child support or garnishment paperwork
- Redacts protected information automatically
- Prevents lengthy, costly wage surveys to set DBRA wage rates
- Provides NDDOT Labor Survey data to USDOL easily

⇒ **Prime Contractor needs to set up a prime approver account in LCP Tracker.**

⇒ **As long as the prime has a Prime Approver account, any subcontractor on the project may file certified payroll electronically, even if the prime chooses to submit paper only.**



QUOTING OPPORTUNITIES FOR THE NOVEMBER 20, 2015 BID OPENING



ANDERSON WESTERN, INC. - an Equal Opportunity Employer, will be bidding as prime contractor and receiving quotes for the following jobs for the November 20, 2015, letting.

#1 Mercer Co. SOIB-5-049(014)082

We are offering our assistance in helping you with plans, proposals, specifications, negotiating work, quotes, scheduling, pit and plant locations, insurance coverage requirements or any other issues. We can be reached 701-222-3550. Quotes can be faxed to 701-222-3516, or emailed to

andersonwestern@andersonwestern.com

All quotes must be in accordance with the Special Provisions and the Appendix A & E of the Title VI Assurances. Please acknowledge any addendums. Please note any incidental items on your quote and indicate if items within the quote are tied. We require that Anderson Western, Inc. be listed as additional insured with regard to the general liability insurance coverage on each project. Please figure the cost of this insurance requirement into your quote.

BARANKO BROTHERS, INC. - P.O. Box 820, Dickinson, ND 58602-0820 is requesting quotes from all qualified DBE and Non-DBE subcontractors and suppliers for Job No. 1 on the November 20, 2015 9:30 AM CT NDDOT bid opening. If interested please contact us at 701-483-5868 for any assistance with bonding, insurance, interpreting plans and bidding documents or preparing quotes. All quotes should be complete with bid item, units and price. We will accept quotes until deadlines as specified in the DBE Special Provisions. Please fax quotes to 701-483-5960 or by e-mail to quotes@barankoinc.com We are an Equal Opportunity Employer.

GRATECH COMPANY, LTD. - 8201 282 Street NW, Berthold, ND 58718 - Is seeking quotes from qualified DBE contractors and suppliers for the upcoming NDDOT Bid Opening on November 20, 2015. We are requesting quotes for any or all items on project #1. If you would be interested in quoting these projects, please fax quotes to 701-453-3478. Please submit your quotes to our office according to the time schedule in the DBE Special Provision. We offer assistance in interpreting plans, preparing proposals, and providing advice on obtaining bonding and insurance. We are an equal opportunity employer.

KNIFE RIVER CORPORATION – NORTH CENTRAL - 5654 134th Ave. NW, Williston, ND 58801, is seeking quotes for the NDDOT Bid Letting on November 20, 2015 at 9:30 am for Job #1. We encourage both qualified DBE, as defined by the most current NDDOT DBE Special Provisions, and non-DBE contractors and suppliers to provide us with quotations. If you need assistance on interpretations of the plans and specifications, scope of work, or preparation of the quote, please contact Cody Bennett at (701) 774-2066 x3755 or by email at cody.bennett@kniferiver.com prior to the bid opening date. Questions regarding bonding and insurance requirements will be answered as well. All quotations must be received by Knife River by the times directed in the project's Special Provisions. Quotes may be faxed to (701) 774-2127 or emailed to KRWND.Subquotes@kniferiver.com. Knife River Corporation – North Central is an Equal Opportunity Employer. Please note that all quotes are due to general contractors and a copy must be sent to the NDDOT the day prior to the opening as specified in the Special Provisions: Disadvantaged Business Enterprise Program section of the project proposal.



QUOTING OPPORTUNITIES FOR THE NOVEMBER 20, 2015 BID OPENING



MAYO CONSTRUCTION COMPANY, INC. - will accept and consider all quotations for project number 1. We are requesting DBE and non-DBE participation as defined by the current Special Provision DBE Program. All or any part of the bid items will be accepted and considered, but must include incidental items in compliance with the plans and specifications.

If interested in quoting and you have any questions in interpreting plans, preparing quotations, or obtaining necessary insurance and bonding, please contact our office at 701-265-8438 or email at business@mayoconst.com prior to the bid letting. We will be accepting quotes between the hours of 11:00 AM and 8:00 PM the day prior to the actual bid letting in keeping with the Special Provision DBE Program. Quotes can be faxed to 701-265-8044 or emailed to subquotes@mayoconst.com. We are an equal opportunity employer.

MIDWEST CONTRACTING, LLC - 2948 271st Avenue, Marshall, MN 56258 is requesting quotes for the following project on the November 20, 2015 Bid Letting: #001 Mercer Co.

We are requesting DBE & non-DBE participation as defined by the current Special Provision DBE Program. If interested in quoting or if you have any questions or need help interpreting plans, preparing quotes, bonding information or scheduling; etc., please contact Bill Otto in our office @ #507-537-1004 prior to the Bid Letting. We will be accepting quotes until 8:00 P.M. the night before the Bid Letting. They can be faxed to us at #507-537-0621 or e-mailed to us at quotes@midwestcontracting.net. We are an Equal Opportunity Employer.

SWINGEN CONSTRUCTION COMPANY - is requesting any and all quotations for any subcontracting, supplies, materials or services all small business enterprises may be interested in. We are bidding the following projects: #1 Mercer Co. #S01B-5-049(014)082 in the November 20th, 2015 ND DOT Letting. Plans and specifications are available at the Construction Office in Bismarck, North Dakota or online at www.dot.nd.gov/business/bidinfo.htm. You may stop at Swingen Construction Company's office at 1437 83rd St No., Grand Forks, ND for plan inspection and assistance. Swingen Construction offers assistance to all small businesses in the areas of plan interpretation, preparing proposals and advice regarding bonding, insurance or any other matters that may require assistance. Swingen Construction Company personnel will be located at our office at 1437 83rd St North, Grand Forks, North Dakota, November 19, 2015. Our phone number is (701)775-5359, fax number (701)775-7631, and email address dan.swingen@swingenconstruction.com. Please have your quotes in our possession by the times specified in the NDDOT proposal, Special Provision DBE Program. Swingen Construction Company is an Equal Opportunity Employer.

QUAM CONSTRUCTION COMPANY - P.O. Box 48, 4411 First Ave. West Willmar, MN 56201 an Affirmative Action / Equal Opportunity Employer is requesting quotes from all DBE and Non-DBE Subcontractors and Suppliers for the following NDDOT Jobs:

#1 Mercer County ND 49 in Morton County

We offer Assistance with your proposals if you have questions on these projects please contact Jim Rentz at (320) 235-3344. Quotes can be FAXED to (320) 235-6753 or e-mailed to

jim.rentz@quamconstruction.com

ON-LINE LEARNING LINKS



<http://rasmussencolleges.com/>



<http://www.bsc.nodak.edu/online/>



http://www.dsu.nodak.edu/online_classes.asp



<http://www.lrsc.nodak.edu/online/>



<http://www.ndsu.nodak.edu/>



<http://www.umary.edu/UM/SADE/Online/>



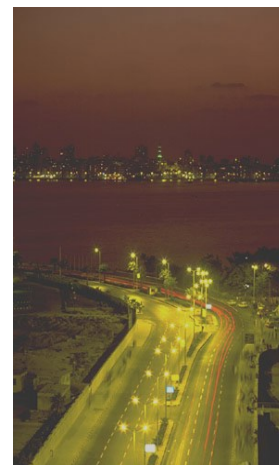
<http://www.conted.und.edu/>



<http://distancelearning.vcsu.edu/>



<http://www.uttcc.edu/main.asp>



FREE TRAINING RESOURCES



<http://www.sba.gov/services/training/onlinecourses/index.html>

UPPER GREAT PLAINS TRANSPORTATION INSTITUTES TRAINING SEMINAR SERIES

<http://www.ugpti.org/training/seminar.php>

